

Results-Oriented Monitoring and Assessment (ROMA) Plan

ROMA Plan—Guidance for Applicants

The key to a successful Results-Oriented Monitoring and Assessment Plan is to ensure that implementers focus on RESULTS of their projects, beyond simple activities. MEPI encourages all implementers to align their ROMA with one of the three MEPI Goals and with one of the nine MEPI objectives. MEPI's goals and objectives by going to the following link—
[MEPI Results Framework.pdf](#)

Applicants should carefully consider the activities they plan to carry out in order to identify specific project objectives and indicators to measure progress towards achieving those objectives. Applicants should then establish milestones for carrying out those activities within the timeframe of the project. This information—project-specific objectives, indicators, activities and milestones, make up the Project ROMA. Grantees will be required to report quarterly on their agreed-upon indicators and milestones, providing a narrative assessment of progress and flagging any issues affecting performance. Grantees and MEPI project officers will confer regarding any potential actions that might be needed as the project proceeds with the goal of enhancing performance over the life of the project.

Descriptions of the key elements of your ROM are:

- a) Project Objective(s): statement of the expected results of the project- implementers will be held accountable for achieving these results—note: activities are NOT results*
- b) Indicators: measures used to gauge progress towards objectives— indicators should be direct, objective, adequate and practical.*
- c) Project activities: major actions carried out with grant funds; activities are directly linked to and adequate for the achievement of the project objectives.*
- d) Milestones: target date for the accomplishment of each major activity*
- e) Data analysis and use: narrative description of how results data will be analyzed and used to inform management actions regarding project performance.*

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ROMA Plan—Sample Template

Part 1: Project Context

This project is intended to support the following MEPI Goal:

Part 2: Project Objective(s) and Indicators

This project will *contribute* to the MEPI Objective(s) listed below.

The project will be *accountable for achieving* the project-specific objectives listed below.
The project will report against the indicators listed below to measure progress towards achieving its project-specific objectives.

Project Objective	Indicators
Project Objective 1: <i>* Objectives should relate to the project scope included in your Program Narrative.*</i>	 <i>* Indicators should be direct, objective, adequate and practical measures of the result to be achieved.*</i>
Project Objective 2: As above	As above
Project Objective 3: As above	As above

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Part 3: Project Activities

The major activities the project will carry out to reach the project-specific objectives are listed below.

Project Objective 1:

<u>Activity</u>	<u>Milestone</u> <u>(Completion Date)</u>

Project Objective 2:

<u>Activity</u>	<u>Milestone</u> <u>(Completion Date)</u>

Project Objective 3:

<u>Activity</u>	<u>Milestone</u> <u>(Completion Date)</u>

Part 4: Data Analysis and Use

*This section should include a brief narrative description of how results data will be used to inform management actions regarding project performance.